



Topsfield Finance Committee  
Minutes to the Meetings  
April 13, 2015

**I. Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:05 PM, with Heidi Bond, Karen Dow, Jon Guido, Eric Menzer and Dana Warren present. Richard Gandt, Chairman of the Board of Selectmen, was also present for the meeting and arrived at 7:00 pm.

**II. Minutes of March 23<sup>rd</sup> and March 30<sup>th</sup>, 2015:** A motion was made by Karen Dow to accept the minutes of March 23<sup>rd</sup>, 2015, as amended, seconded by Jon Guido, voted in favor 5-0-1. Dana Warren abstained, as he was not present for the March 23<sup>rd</sup> meeting.

A motion was made by Dana Warren to accept the minutes of March 30<sup>th</sup>, 2015, as amended, seconded by Karen Dow, voted in favor 5-0-1. Heidi Bond abstained from the vote, as she was not present for the March 30<sup>th</sup> meeting.

**III. Finance Committee Letter:** Dana Warren made the motion to adopt and ratify the Finance Committee Letter, as printed in the Town Meeting Warrant, seconded by Karen Dow, voted in favor 6-0.

**IV. Town Meeting Warrant Article Recommendations:** Articles Forty-Second and Forty-Third are still pending recommendation.

Superseded Annual Town Meeting Vote:

Karen Dow made a motion to approve the amended Attachment A with the correct total for the Town Clerk's salary at \$63,048, seconded by Jon Guido and voted in favor 6-0. Total Operating budget is now \$17,168,562.

Superseded Annual Town Meeting Vote:

By motion of Karen Dow, seconded by Eric Menzer, the Finance Committee recommends positive action on Additional Tax Exemptions, Article Thirty-Sixth, voted in favor 6-0.

Special Town Meeting:

Karen Dow made a motion to approve the 2015 Special Town Meeting Appropriation/Transfer Request Worksheet as the Committee's recommendation for Special Town Meeting relative to articles Two, Prior Bills and Wages, and Three, Transfer of Funds, and to adopt those as the Committee's recommendation for positive action, seconded by Eric Menzer and voted in favor 6-0.

The Committee Members signed the Warrant for Special Town Meeting and Annual Town Meeting 2015.

- V. Town Meeting Preparation:** A brief discussion was held among the Committee of various topics to be discussed and checked before Special and Annual Town Meeting on May 5<sup>th</sup>, 2015.
- VI. Upcoming Meeting Schedule:** The next Committee Meeting will be held April 27<sup>th</sup> at 7:00 pm, Proctor School Teachers' Lounge. A joint meeting of the Committee and the Selectmen will be held prior to the Annual Town Meeting, 6:00 pm, Proctor School Teachers' Lounge. The Annual Town Meeting will take place on May 5<sup>th</sup> in the Woodbury Auditorium at The Proctor School, 7:00 pm.
- VII. Adjourn:** A motion was made by Karen Dow to adjourn at 8:00 pm, seconded by Eric Menzer, voted in favor 6-0.

Respectfully submitted,  
Keelie Winslow

Attachments:

Warrant for the 2015 Annual Town Meeting

Warrant for the 2015 Special Town Meeting

Finance Committee Letter

Revised Attachment A

2015 Special Town Meeting Appropriation/Transfer Request Worksheet